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New Jersey Office of the Attorney General

Division of Consumer Affairs
Office of the Director
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March 1, 2006

Dear Nurse Executive:

The New Jersey State Board of Nursing will soon begin sending letters to nurses whose licenses are scheduled to expire on May 31, 2006, and I am writing to ask for your assistance in our updated renewal process. The renewal letters will provide each licensee with a Logon ID and Password that is unique to each licensee. This information will enable the licensee to renew his or her license online via the Division of Consumer Affairs' Web site through a secure server.

Any licensee who chooses not to renew his or her license online will be required to request a paper renewal form by dialing into an Interactive Voice Recognition (IVR) System at 973-273-8090. Paper renewal applications will no longer be mailed out automatically to licensees, as was the standard practice in years past. Rather, paper renewals will only be mailed to those licensees requesting them by dialing into the IVR System.

As we embark on this initiative, we would appreciate your support by encouraging your members to renew their licenses online. Renewing one's license online serves a number of purposes. Aside from the ease it affords the licensee, renewing one's license online also offers the Board a cost-efficient and expeditious way of obtaining and verifying up-to-date information for the licensure database.

Please be aware that individuals who do not renew online or do not request a paper renewal application through the IVR System in a timely manner may have their license suspended 31 days after his or her license expires and may be charged a reinstatement fee.

If you would like to discuss this matter further, please do not hesitate to contact the Board of Nursing's Executive Director George Hebert at 973-504-6516 or Administrative Analyst Barbara Byers at 973-504-6502, Monday through Friday between 9 a.m. and 5 p.m. Thank you in advance for your assistance in this new process.

Sincerely,

Kimberly S. Ricketts
Director